



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 11 सितम्बर, 2006/20 भाद्रपद, 1928

### हिमाचल प्रदेश सरकार HOME DEPARTMENT NOTIFICATION

Shimla-2, the 1st August, 2006

**No. Home (Enf.) A-1 (3)-1/2005.**—In exercise of the powers conferred under clause (b) of sub-section (1) of section 4 of the Right to Information Act, 2005 (Act No. 22 of 2005), the Governor, Himachal Pradesh is pleased to publish the record and other activities of the Home Department as under:—

Sl. No.	Particulars	Details
1	2	3
(i)	The particulars of its organisation, functions and duties.	<p>The Home Department is divided into various Sections to carry out the work assigned to it as per business of the Government of Himachal Pradesh (Allocation) Rules, 1971 amended from time to time. The work assigned and carried out by each section of Home Department is as under:—</p> <p><b>Home-A</b> Establishment of all categories (except IPS and HPS) of Police Department Law and Order, field firing ranges, arms and ammunitions, land acquisition including defence purposes, permission for printing papers.</p> <p><b>Home-B</b> Personal and financial matters of judicial Officers Advocate General office H G &amp; Civil Defence/Prison citizenship and visa cases of foreigners executive magistrate powers N O R I cases of Tibetan Refugees, N O C to applicants living aboard for visa, for mercy petitions of prisoners.</p> <p><b>Home-C</b> Matters relating to atrocities on SCs &amp; STs, NHRC, SHC, Law</p>

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		Commission, PMs 15 Point Programme, Official Secret Act, Indian Christian Marriage Act, H. P. Courts Act, 1976, H. P. Civil & Criminal (Supply of Copies) Rules, 2000, Cable TV Networks (Regulation) Act, 1995, Nomination for Kabir Communal Harmony Awards, Nanawati Commission, Haj Committee, Sikh Pillgrims visit to Pakistan, E S S M A, Issuance of sealed/restricted roads permits.
	Home-D	Establishment of I P S, HPS and Gazetted officers of Wireless Organization.
	Home-E	Filing/non-filing of criminal appeals pertaining to all sections of I. P. C. as well as various Acts, withdrawal of cases.
	Prosecution	Personal matters of Government Pleaders, Budget related matters of Prosecution, engagement of counsels in criminal cases for Supreme Court and payments of counsels fees thereof.
	Cypher Cell	Internal security matters.
	Vigilance	Cases/enquiries/complaints of corruption against public servants, establishment/budget of Lokayukta office, and D A (Vig.) office Issuance of V C C in respect of Government servants.
	Enforcement	Cases of illicit felling of trees, economic offences, leakage of Revenue in Forest, Industries, Excise & Taxation, Transport, Civil Supplies and Cooperative Department.

(ii) The powers and duties of its officers and employees.

**Principal Secretary (Home).**—Overall administrative in charge of the Department and are authorities who decide on all matters except policy matters of the State Government which are to be decided the council of ministers as per standing orders issued under Rules 26 and 27 of Rules of Business of Government of Himachal Pradesh.

**Addl./Joint/Deputy/Under Secretary.**—They act as a intermediate authority between Branch and Secretary/Pr. Secretary (Home). They also act as Branch Officer in respect of Branches allocated to them. They submit the matter/files to Secy./Pr. Secretary (Home) directly or through Joint Secretary (Home) in some cases.

**Section Officer.**—The Incharge of their respective sections and are responsible for over working/disposal of dak receive in their respective sections. They submit files to higher authorities through their Branch Officers.

**Superintendents.**—All the work of the Assistant/Clerks of the Section is submitted to Section Officer through him.

**Assistants.**—They are allotted work of specific seats by the Section Officer, and are responsible to dispose of the allotted seat.

**Junior Assistants/Clerks.**—In addition to dispose of the specific work assign to them by the Section Officer/Superintendent, they attend to the work of diary and dispatch, sending report/returns and other work as per office Manual.

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**Peon.**—Distribution of dak/files of their respective sections. The delegation to various levels of powers and function are given in the Annexure 'A'.

(iii) The procedure followed in the decision making process including channels of supervision and accountability.

The Principal Secretary (Home) is administrative Head of the department at Government level and assisted by Secretary, Addl./Joint Secretary/Deputy/Under Secretary are Branch Officers of their respective Branches for supervision of work and assist the Secretary/Pr. Secretary and discharge functions/duties as per delegation of Powers given under standing orders and are accountable for the work of their respective sections as Branch Officer.

(iv) The norms set by it for the discharge of its functions.

Different functions of the Department (section) at various levels in accordance with standing orders issued under Rules 26 & 27 of Rules of Business of Government of Himachal Pradesh other Rules and Office Manual.

(v) The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The various Rules, Regulations, Instructions, Manuals are followed while functioning in different works, a brief list of which is as under:—

1. C C S (Leave) Rules, 1972.
2. C C s (C. C. A.) Rules.
3. C C S (Conduct) Rules, 1964.
4. H. P. FR & S R Rules.
5. Medical Attendance Rules.
6. House Building Advance Rules.
7. L T C Rules.
8. Budget Manual.
9. Office Manual.
10. Pension Rules.
11. G P F Rules.
12. All India Service Manuals.

**Acts:—**

1. H. P. Fire Fighting Act, 2000.
2. Home Guards Act, 2003.
3. H. P. Jail Manual, 2000.
4. Center Foreigners Registration Act, 1939.
5. Center Foreigners Act, 1946 and Center Passport Act, 1967.
6. The Prevention of Corruption Act, 1988.
7. The H. P. Prevention of Specific Corrupt Practices Act, 1983.
8. The H. P. Lokayukta Act/Rules, 1983.
9. Code of Criminal Procedure.
10. Indian Penal Code.
11. H. P. Vigilance Manual.
12. Police Act/Rules.
13. Punjab Police Act/Rules.
14. Arm Act/Rules.
15. Indian Telegraph Act/Rules, 1999.
16. Press & Registration and Newspapers (H. P. Amendment) Act, 1973.
17. Land Acquisition Act.
18. Narcotics Drug Psychotropic Substance Act.
19. Human Rights Act.
20. Motor Vehicle Act, 1988 and Rules.
21. E S M A.
22. Official Secretary Act, 1925.
23. Central Haj Committee Act.

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		24. Cinematography Act. 25. Enforcement Scheme. 26. E C Act, 1955. 27. Dangerous Drugs Act, 1930. 28. Indian Forest Act, 1927. 29. Punjab Excise Act, 1914. 30. H. P. Forest (Sale & Timber) Act, 1988. 31. Central Sales Tax Act, 1956. 32. Wildlife Protection Act, 1972.																																													
(vi)	A statement of the categories of the documents that are held by it or under its control.	Files relating in the subjects mentioned at Sl. No. (i) and (iv) above.																																													
(vii)	The particulars of any arrangement that exists for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof.	There is no arrangement at present.																																													
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies and open to the public or the minutes of such meeting are accessible for public.	1. State Vigilance Committee. 2. State Level Monitoring Group on Crime Criminal Information System. 3. H. P. State Security Advisory Board. 4. State Level Anti Narcotics Committee. 5. District Level Anti Narcotics Committee. 6. Committee on Assessment of Overall Police strength. 7. State Level Training Advisory Committee. 8. Committee on State Amendments in the Cr. P. C. and Laws as suggested by the Malimath Committee. 9. Committee on Enactment of New H. P. Police Act/ Rules. 10. The State Haj Committee. 11. The State Sikh Pilgrimage Committee. The minutes of its meeting are not accessible for public except as provided under the provisions of the RTI Act, 2005.																																													
(ix)	A directory of its officers and employees.	<table> <tr> <th></th><th>Phone No. (O)</th><th>Email</th></tr> <tr> <td>1. Pr. Secretary (Home)</td><td>2621903</td><td>Secyhome</td></tr> <tr> <td>2. Secy.-cum-Director (Vig.)</td><td>2620043</td><td>hp@nic.in</td></tr> <tr> <td>3. Jt. Secretary (Home)</td><td>2621005</td><td>Nil</td></tr> <tr> <td>4. Dy. Secretary (Home)</td><td>2628479</td><td>Nil</td></tr> <tr> <td>5. Under Secretary (Home)</td><td>2628480</td><td>Nil</td></tr> <tr> <td>6. S. O. (Home-A) &amp; Staff</td><td>2880431</td><td>Nil</td></tr> <tr> <td>7. S. O. (Home-B) &amp; Staff</td><td>2880432</td><td>Nil</td></tr> <tr> <td>8. S. O. (Home-C) &amp; Staff</td><td>2880506</td><td>Nil</td></tr> <tr> <td>9. S. O. (Home-D) &amp; Staff</td><td>2880433</td><td>Nil</td></tr> <tr> <td>10. S. O. (Home-E) &amp; Staff</td><td>2880832</td><td>Nil</td></tr> <tr> <td>11. S. O. (Vig.) &amp; Staff</td><td>2880481</td><td>Nil</td></tr> <tr> <td>12. S. O. (Prose) &amp; Staff</td><td>2880564</td><td>Nil</td></tr> <tr> <td>13. Superintendent (Enf.)</td><td>2880476</td><td>Nil</td></tr> <tr> <td>14. Superintendent (Cypher Cell).</td><td>2880458</td><td>Nil</td></tr> </table>		Phone No. (O)	Email	1. Pr. Secretary (Home)	2621903	Secyhome	2. Secy.-cum-Director (Vig.)	2620043	hp@nic.in	3. Jt. Secretary (Home)	2621005	Nil	4. Dy. Secretary (Home)	2628479	Nil	5. Under Secretary (Home)	2628480	Nil	6. S. O. (Home-A) & Staff	2880431	Nil	7. S. O. (Home-B) & Staff	2880432	Nil	8. S. O. (Home-C) & Staff	2880506	Nil	9. S. O. (Home-D) & Staff	2880433	Nil	10. S. O. (Home-E) & Staff	2880832	Nil	11. S. O. (Vig.) & Staff	2880481	Nil	12. S. O. (Prose) & Staff	2880564	Nil	13. Superintendent (Enf.)	2880476	Nil	14. Superintendent (Cypher Cell).	2880458	Nil
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1	2	3
(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	1. Pr. Secretary (Home) 2. Secy.-cum-Director (Home/Vig.). 3. Jt. Secy. (Home) 4. Dy. Secretary (Home) 5. Under Secretary (Home) 6. Section Officers 7. Superintendents 8. Sr. Assistants 9. Jr. Assistants 10. Clerks 11. Peons	..Rs. 22400—24500 ..Rs. 18400—22400 ..Rs. 14000—18600 ..Rs. 12000—15500 ..Rs. 10025—15100 ..Rs. 7220—11660 ..Rs. 6400—10640 ..Rs. 5800—9200 ..Rs. 4400—7000 ..Rs. 3120—5160 ..Rs. 2660—4140
(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Not applicable.	
(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable.	
(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable.	
(xiv) Details in respect of of the information, available to or held by it, reduced in an electronic form.	Information is available in the website <a href="http://www.himachal.nic.in/home">www.himachal.nic.in/home</a> .	
(xv) The particulars of facilities available to or citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	The public can have the information from this Department from 10 A. M. to 5 P. M. only as per provisions of the R T I Act, 2005. Besides, some information with regard to cases registered by the Department after enquiry has been made available on the website of this Department. No library is maintained by this Department.	
(xvi) The names, designation and other particulars of the Public Information Officers.	The Appellate Authority and P I O in respect of the Home Department are as under:—	

Sl. No.	Name of the Appellate Authority	Designation and official address	Jurisdiction (area/subject)	Email Address	Telephone/Fax No. (Office/Resi.)
1.	Shri Prabodh Saxena, I. A. S.	Secretary (Vigilance) Room No. 623 Armsdale Building Himachal Pradesh Secretariat, Shimla.	Home and Vigilance Department	Secylomehp@nic.in	Office Phone & Fax No. 2620048 Residence No. 2621707

Sl. No.	Name of the P. I. O./ A. P. I. O.	Designation and Official Address	Jurisdiction (area/subject)	Email Address	Office Tele- phone/Fax No. (office) (Resi.)
1.	Shri R. P. Bhardwaj, H. A. S. (P. I. O.)	Joint Secretary (Home) Room No. 414 Arms- dale Building, Hima- chal Pradesh, Sectt. Shimla.	Vigilance, Enforcement Home-E	Nil	Office 2621005 Residence : 2624249
2.	Shri N. S. Bhadwal (P. I. O.)	Deputy Secretary (Home) Room No. A-212.	Home-A, Home-D, Prosecution & Cypher.	Nil	Office phone: 2628479 Residence: 2620792
3.	Shri I. N. Chauhan, (P. I. O.)	Under Secretary (Home) Room No. A-405.	Home-B and Home-C	Nil	Office phone: 2628480 Residence; 2622350
(xvii)	Such other informa- tion as may be prescribed.	Nil			

By order,  
Sd/-  
Pr. Secretary (Home).

ANNEXURE-A

### HOME DEPARTMENT STANDING ORDER

Shimla-2, the 27th May, 1999

**No. Home (A) F (14)-2/84.**—The Home Department consists of the following Sections which deal with the subject shown against each:—

Sl. No.	Section	Subjects
1.	Home-A	All correspondence relating to Police Department, Law & Order Misc. Complaints, Gun Licences, State Forensic Laboratory, Title of Printing Press etc. Narcotics.
2.	Home-B	Prison, Home Guards & Civil Defence, Fire Services, H. P. High Court, Office of Advocate General, Himachal Pradesh Visa, Innerline Permits NORI, Citizenship and Permits for plying vehicles on sealed/restricted roads in Shimla town etc.
3.	Home-C	Human Rights Commission, Atrocities on SCs/S Ts. Haj, Committee, Sikh Jatha, 15-Point Programme for the Welfare of Minorities, Communal Riots etc.
4.	Home-D	Establishment of H. P. S. and I. P. S. Officers.
5.	Home-E	Criminal cases/appeals.
6.	Vigilance	Vigilance cases, Issue of Vigilance Clearance Certificate, Establishment of Lokayukta etc.
7.	Enforcement	Cases pertaining to illicit felling, enquiry into corporate sector cases.
8.	Prosecution	Establishment of District Attorneys, Dy. Distt. Attorneys, Asstt. Distt. Attorneys and engagement of Advocates in criminal cases for Supreme Court cases and payment of their fees etc.

In pursuance of Rules 26 & 27 of the Rule of Business of the Government of Himachal Pradesh, 1971 and in supersession of earlier order issued in this behalf, the Hon'ble Chief

Minister, Himachal Pradesh, is pleased to direct that the cases and matters relating to the Home Department at the levels of Chief Minister/Chief Secretary/Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary shall be disposed of in the manner as detailed below with immediate effect:—

Sl. No.	Nature of cases	Level of Disposal			
		U. S./ D. S.	Spl. Secy/ Addl. Secy/ Jt. Secy.	Secy./ A. C. S./ C. S.	C. M.
1	2	3	4	5	6
<b>I. RULES OF BUSINESS CASES :</b>					
	All cases under rules 14, 15, 16, 55, 57, 57-A, 58, 59 and 60 of the Rules of Business :				C. M.
<b>II. LOK SABHA/RAJYA SABHA AND VIDHAN SABHA QUESTIONS :</b>					
	(i) Lok Sabha and Rajya Sabha Questions (only important cases involving principles or policy.	—	—	—	C. M.
	(ii) Routine matters	—	—	Secy.	—
	(iii) Replies to all Vidhan Sabha Questions, Assurances, Calling Attention Motions and other Vidhan Sabha Matters.	—	—	—	C. M.
	(iv) Final Report on the Assurances given by the C. M. on the floor of the House.	—	—	—	C. M.
	(v) Reports of Public Accounts Committee and estimate Committee when ripe for final decision.	—	—	—	C. M.
<b>III. LEGAL MATTERS :</b>					
	(i) Framing of Rules under various Acts.	—	—	—	C. M.
	(ii) Acquisition of lands/buildings for public interest (Central Government).	—	—	—	C. M.
	(iii) Location of Police Stations/Sub-Stations/Sub-Division (Office & other purposes).	—	—	—	C. M.
	(iv) Decision in principal on acquisition of Land under Land Acquisition Act, 1894.	—	—	—	C. M.
	(v) (a) Bills, Acts, Rules, Regulation, Manuals and Codes.	—	—	Secy.	—
	(b) Executive instructions, assessment and interpretation etc.	—	—	Secy.	—
	(vi) Notice under section 80 C. P. C.	—	Spl./ Addl./Jt. Secy.	—	—
	(vii) Writ Petitions/O. A. s.	—	—	Secy.	—
	(viii) Appelas (Civil & Criminal) :				
	(a) (i) all cases upto High Court	—	—	Secy.	—
	(ii) In case of difference of opinion	—	—	A. C. S./ C. S.	—
	(b) In Supreme Court	—	—	—	C. M.
	(ix) Withdrawal of criminal cases from court.	—	—	Secy.	—
	(x) Grant of Government sanction for the prosecution under sections 196 & 197 of Cr. P. C. :				
	(a) All India Services	—	—	—	C. M.
	(b) Other cases	—	—	Secy.	—

1	2	3	4	5	6
<b>IV. ORGANISATION :</b>					
(i) Creation/abolition of offices and institutions.	—	—	—	C. M.	—
(ii) Appointment of Committee/Board	—	—	—	C. M.	—
(iii) Delegation of International Organizations, Committees and conferences.	—	—	—	C. M.	—
(iv) Reorganisation and redistribution of functions.	—	—	Secy.	—	—
(v) Administrative Reforms in the Department	—	—	—	C. M.	—
<b>V. POLICY AND PROGRAMMES :</b>					
(i) Formation of new programmes/Polices	—	—	—	C. M.	—
(ii) Deviation from existing polices	—	—	—	C. M.	—
(iii) Substantial changes in the schemes already approved.	—	—	—	C. M.	—
(iv) Annual Reports on the working of the Department.	—	—	—	C. M.	—
<b>VI. ESTABLISHMENT :</b>					
(i) (a) Creation of new posts	—	—	—	C. M.	—
(b) Conversion of posts into permanent ones	—	—	Secy.	—	—
(c) Fixation of cadre strength of Class-I & II.	—	—	—	C. M.	—
(d) Fixation of cadre strength of Class-III & IV.	—	—	Secy.	—	—
(ii) Framing of Recruitment & Promotion Rules for all categories of posts and relaxation of condition of service.	—	—	—	C. M.	—
(iii) Orders for placing requisition for recruitment through Public Service Commission.	—	—	Secy.	—	—
(iv) Annual statement of appointment made without consulting the Commission.	—	—	Secy.	—	—
(v) Sponsoring the inservice candidates for training higher studies :					
(a) A board					
Class-I, II and III Officers/officials	—	—	—	C. M.	—
(b) In India :					
Class-I, II and III Officers/officials	—	—	Secy.	—	—
(vi) Appeals petitions of :					
(a) Class-I Officers	—	—	—	C. M.	—
(b) Class-II Officers and Class-III officials	—	—	Secy.	—	—
(vii) Appointment, transfer, seniority and re-employment of Class-I Officers.	—	—	—	C. M.	—
(viii) Confirmation of Class-I Officers	—	—	Secy.	—	—
(ix) Deputation to and from Himachal Pradesh Government in respect of :					
(a) Class-I Officer	—	—	—	C. M.	—
(b) Class-II Officers and Class-III officials	—	—	Secy.	—	—
(x) All Vigilance/Enforcement cases in respect of :					
(a) All India service Officers :					
(i) Preliminary enquiry	—	—	A. C. S./ C. S.	—	—
(ii) Prosecution Sanction of Departmental Enquiries.	—	—	—	C. M.	—
(iii) Imposition of Penalty	—	—	—	C. M.	—



1	2	3	4	5	6
	(b) Gazetted Officers :				
	(i) Preliminary enquiry	—	—	Secy.	—
	(ii) Prosecution Sanction of Departmental Enquiries.	—	—	—	C. M.
	(iii) Imposition of Penalty	—	—	—	C. M.
	(c) Difference of opinion between the A. D. & Vigilance Department :				
	(i) Gazetted Officers	—	—	A. C. S./ C. S.	—
	(ii) Non-Gazetted officers	—	—	Secy.	—
	(d) (i) All cases of Vigilance & Enforcement against G. Os. (other than A. I. S.)/N. G. Os. in which advice has been sought by different A. Ds.	—	—	—	C. M.
	(ii) All cases of Vigilance & Enforcement against A. I. S. in which advice has been sought by different A. Ds.	—	—	—	C. M.
	(xi) Disciplinary proceedings against :				
	(a) Class-I Officers	—	—	—	C. M.
	(b) Class-II Officers : Major penalties	—	—	Secy.	—
	(xii) Institutions are withdrawal or criminal proceedings against Gazetted Officers and payment from the State Revenue for damages in suits brought by or against Gazetted Officers.	—	—	Secy.	—
	(xiii) Memorial submitted by the employees that enquire Minister's orders under the rules.	—	—	—	C. M.
	(xiv) Confidential Reports of Class-I Officers.	—	—	—	C. M.
	(xv) Confidential Reports of Class-II Officers.	—	—	Secy.	—
	(xvi) Grant of Advance increments with the concurrence of F. D.	—	—	Secy.	—
	(xvii) Recommendations of H. P. P. S. P. & D. P. C. in respect of :				
	(a) Class-I Officers	—	—	—	C. M.
	(b) Class-II Officers	—	—	Secy.	—
	(xviii) Retention in service after superannuation.	—	—	—	C. M.
	(xix) Continuance of posts under the controller of Home Department on year to year basis subject to availability of funds in consultation with the F. D.	—	Sp./ Addl./Jt. Secy.	—	—
	(xx) Uniform Renewal Grants	—	Spl./ Adl./Jt. Secy.	—	—
	(xxi) Sanction of G. P. F. Advance/Withdrawal (Class-I & II).	—	Spl./ Adl./Jt. Secy.	—	—
	(xxii) Permission to Officers to purchase/sell land, property and raise loans from approved financial institutions.	—	—	Secy.	—

1	2	3	4	5	6
(xxiii)	Time barred claims in respect of Pay D.A., Medical reimbursement etc.	U.S/D.S.	—	—	—
(xxiv)	Grant of special pay/honorarium/fees etc. with prior concurrence of F. D. :	—	—	Secy.	—
	Class-I, II & III Officials	—	—	Secy.	—
(xxv)	Premature retirement :				
	(a) Class-I	—	—	—	C. M.
	(b) Class-II & III	—	—	Secy.	—
<b>VII. BUDGET ACCOUNTS &amp; FINANCIAL MATTERS :</b>					
(i)	Really New schemes	—	—	—	C. M.
(ii)	Budget Estimates	—	—	Secy.	—
(iii)	Administrative approval & financial sanction of new schemes.	—	—	—	C. M.
(iv)	Expenditure sanction :				
	(a) Above Rs. 1 crore	—	—	—	C. M.
	(b) Above Rs. 50 Lacs and upto 1 crore.	—	—	Secy.	—
	(c) Upto Rs. 50 lacs	—	Spl./ Addl./ Jt. Secy.	—	—
(v)	Administrative approval & Expenditure Sanction :				
	(a) Works above Rs. 1 crore	—	—	—	C. M.
	(b) Works above Rs. 50 lacs and upto Rs. 1 crore.	—	—	Secy.	—
	(c) Works upto Rs. 50 lacs	—	Spl./Addl/ Jt. Secy.	—	—
(vi)	Proposals involving the alienation either temporary or permanent or of sale/grant on lease of Govt. property less than Rs. 50,000/- in value or the abandonment or reduction of revenue exceeding that amount except when such alienation sale, grant or lease of Government property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Cabinet.	—	—	A. C. S./ C. S.	—
(vii)	Delegation of financial powers to subordinate authorities.	—	—	A. C. S./ C. S.	—
(viii)	Write off/remission of irrecoverable loans and advances. All cases to be referred to F. D. :				
	(a) Above Rs. 2 lacs	—	—	—	C. M.
	(b) Upto Rs. 2 lacs	—	—	Secy.	—
(ix)	Write-off losses, stores etc. All cases to be referred to F. D. :				
	(a) Above Rs. 2 lacs	—	—	—	C. M.
	(b) Up to Rs. 2 lacs	—	—	Secy.	—
<b>VIII. MISCELLANEOUS :</b>					
(i)	Important cases relation to Law & Order.	—	—	—	C. M.

1	2	3	4	5	6
(ii)	Clashes between civil & military	—	—	—	C. M.
(iii)	Recommendations for the award of President's Police Medals and other Medals.	—	—	—	C. M.
(iv)	All proposals relating to gallantry awards to official and non-officials.	—	—	—	C. M.
(v)	Policy matters regarding Arms and Ammunition.	—	—	—	C. M.
(vi)	Policy regarding grant, cancellation, suspension of licenses of Dealers in Arms & repair in arms.	—	—	A. C. S./ C. S.	—
(vi)(a)	Enhancement in quantities of arms & ammunition to be kept by the dealers (except where such enhancement is upto 100% of present quantity. Upto 100%	—	—	A. C. S./ C. S.	—
(vii)	Notification under Section 9 (i) Maneouyers field Firing and Artillery Practices Act, 1958.	—	Secy.	—	—
(viii)	Notification under Section 9 (2) and 9 (3) of the Manouvers of Filed Firing and Artillery Practices Act, 1958.	—	—	Secy.	—
(ix)	Comments of State Government on reports of Commissions.	—	—	—	C. M.
(x)	Grant of licenses of Semiautomatic weapons falling in category I(b).	—	—	Secy.	—
(xi)	Grant of licenses of Semiautomatic weapons falling in category I (C) & I (D).	—	—	Secy.	—
(xii)	Delegation of powers to various authorities of State Government in accordance with the provisions of the Arms Act and Rules there-under.	—	—	Secy.	—
(xiii)	Representations, Appeals etc. against orders of D. M.'s, S. D. M.'s in Arms Licenses cases.	—	—	Secy.	—
(xiv)	Restoration of confiscated Arms to their owners or legal representatives.	—	—	Secy.	—
(xv)	Civil and Military liaison and internal security.	—	—	Secy.	—
(xvi)	Issue of passport.—recommendation thereof.	—	Spl./ Addl./Jt. Secy.	—	—
(xvii)	Issue/renewal of permits to ply vehicles in Shimla town :	—	—	Secy.	—
	(a) Sealed Portions of roads	—	—	Spl/ Adl./Jt.	—
	(b) Restricted roads	—	—	Secy.	—

1	2	3	4	5	6
(xviii)	Haj Committee	—	—	Secy.	—
(xix)	Sikh Jatha	—	—	Secy.	—
(xx)	Human Rights Commission	—	—	A. C. S./ C. S.	—
(xxi)	Atrocities on S. C./ S. T.	—	—	Secy.	—
(xxii)	15-Point Programme for the welfare of minorities and Communal Riots.	—	—	Secy.	—
(xxiii)	Permission for organising functions at the Ridge	—	—	A. C. S./ C. S.	—
(xxiv)	Engagement of non-panel Advocates in Criminal cases in Supreme Court and settlement of their fees.	—	—	—	C. M.
(xxv)	Engagement of advocates from panel Advocates in Supreme Court in Criminal cases.	—	—	Secy.	—
(xxvi)	Payment of fees to Advocates engaged from panel Advocates in Civil & Criminal cases.	—	—	Secy.	—
(xxvii)	Approval of title and Premises of Printing Press.	—	—	Secy.	—
(xxviii)	All the cases to be submitted to the C. M. will be routed through the Secretary/Addl. Chief Secretary.				Chief
(xxix)	Any other case matter that the Hon'ble C. M. will like to be brought to his notice.				
(xxx)	In addition to the above such, other cases/matters of Administrative importance or policy as the Secretary may consider necessary or the Hon'ble C. M. may like to see would also be submitted to the Chief Minister.				
(xxxi)	All cases/matters which do not involve policy and any important matters not specified in this order will be disposed of at the level of the Secretary and below.				

In the absence of the Hon'ble Chief Minister the Chief Secretary and in his absence, the Secretary (Home) will dispose of cases of extreme urgency. If both are not present then the Spl. Secy./Addl. Secy. / Jt. Secretary to the Government of Himachal Pradesh may finally dispose of such cases. They will, however, be shown to the Chief Minister in his arrival at the headquarter.

By order,

HARSH GUPTA,

Addl. Chief Secretary-cum-Secretary (Home).